

LOGISTICS SECTION

SUPPORTING DOCUMENTATION

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PERSONNEL RECALL AND NOTIFICATION POLICY AND PROCEDURES FOR DISASTER RESPONSE

EMPLOYEE RESPONSIBILITY

The citizens of Beverly Hills rely on City government for leadership and assistance in the event of a disaster. In response to such occurrences, it is imperative that all City employees be available to assist in this type of emergency response.

The Government Code of the State of California Chapter 8 of Division 4 of Title 1 Section 3100: Declaration; Public Employees as Disaster Workers states:

- It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of **disaster** or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be **disaster service workers** subject to such **disaster service** activities as may be assigned to them by their superiors or by law.

The City's Emergency Disaster Plan and Chapter 4 of the Beverly Hills Municipal Code specify that:

- The City Manager (or designee) may require emergency service of any City officer, employee or citizen, and may requisition necessary personnel or material of any City department or agency.
- In any emergency, City employees may be assigned, regardless of their Job Description/Checklist Actions, any duties that they are capable of performing safely.

In the event a disaster occurs during normal working hours:

- All City employees shall remain at work to provide for disaster relief if required.
- Department heads (or designee) shall be responsible for ensuring employees remain at work.
- Department heads (or designee) shall authorize release of employees.
- Employees who leave without authorization may be subject to disciplinary action.

In the event a disaster occurs beyond normal working hours:

- All employees in public safety operations shall respond to established emergency response procedures for their departments.
- All non-public safety employees will be expected to report to work unless informed through the City's emergency call-in system, TeleMinder, media or Emergency Broadcast System that non-essential employees are not required to report to work. Radio stations providing information: KFI 640AM, KFWB980FM, and KNX 1070AM.
- All employees have an obligation to attempt, and continue to try contacting their department or the employee emergency call-in numbers to determine whether it is necessary to report to work.

- The Employee Emergency Call-In numbers are as follows:
Public Works 310.288.2299 Police 310.285.1099
Fire: 310.281.2799 All Other Departments: 310.285.1199

RELEASE OF EMPLOYEES (by City Manager or designee authority)

Only the City Manager (or designee) has the authority to order a general release of City employees in the event of a disaster. However, the City Manager (or designee) may authorize department heads (or their designee) to exercise their judgment in releasing individual employees or work units to return home. Such decisions will consider the total scope of the emergency at hand, including but not limited to, the following factors:

- The condition of local transportation routes; employees will not be permitted to leave work if doing so would exacerbate existing transportation problems;
- The availability of safe work sites and in the event of an extended stay, the availability of food and other support services and facilities;
- The need for City personnel;
- The scope of the disaster and the resources needed to respond; and
- Whether the need to provide support services for City employees would otherwise interfere with or detract from the efforts to respond to the disaster.

RELEASE OF EMPLOYEES (by Department Head or designee authority)

Notwithstanding the release authority of the City Manager (or designee), department heads (or appointed designees) may otherwise release employees by authorizing emergency leave or personal leave in the following cases:

- When an employee is psychologically or physically incapacitated to the degree that he/she is unable to function effectively (provided that no employee will be released unless they are able to care for and transport themselves safely);
- When the City is unable to provide shelter or services to support the continued presence of the employee(s) at work;
- When the City Manager (or designee) has called for a general release of employees in non-disaster response positions and the department head (or designee) is aware that the employees will not be needed for disaster relief; and/or
- When the continued presence of the employee(s) at the work site would present a direct hazard.

DEPARTMENTAL REQUIREMENTS

The primary responsibility for managing City employees during and following a disaster lies with the individual operating departments. It is important for all departments to consider that even though their department may not have direct responsibility for disaster response, all employees represent a valuable resource for disaster relief. All departments are, therefore, required to develop an Emergency Operations Plan (EOP) to be submitted for review by the City's Director of Emergency Management. Such plans shall assist in the identification of emergency assignments. The departmental EOP will provide City employees with an effective means for responding to emergencies and major disasters.

EMERGENCY SCHEDULING & NOTIFICATION

In the event of a major disaster, or at the direction of the City Manager or his designee, an Emergency Scheduling Plan will be put into effect. It is the responsibility of individual departments to plan for staffing their departments and to provide staff to other departments during a disaster. Departments should have a staff "recall plan". In the event of an earthquake, or other sudden disaster, scheduling will be put into effect automatically by departments. Employees should report for work. (See Policy: Personnel Recall and Notification Procedures)

If employees are unable to report to their regular facility or alternate staging area, they are encouraged to report to the closest local jurisdiction to register as a Disaster Service Worker. All employees are declared to be Disaster Service Workers pursuant to Section 3100 of Chapter 8 of Division 4 of Title 1 of the Government Code.

Notification:

The Police Department Watch Commander is the 24-hour point of contact for warnings and emergency notification of city staff. The Watch Commander should contact the City Manager or the Emergency Management Director to advise of the emergency. The Watch Commander should send a notification to the e-mail contact list (CM-Emergency Notification List) in accordance with the City's Notification Policy. The Emergency Management Director can, in turn, notify other City Staff. On the response level, the Watch Commander or dispatch may call the department's after-hour contact person to activate the response staff.

Shift Assignments/Changes:

Shifts are changed at the listed 12-hour intervals. The Director of Emergency Services has the responsibility of insuring the City and its departments are properly staffed.

Deactivation:

Deactivation is called for by the Director of Emergency Services.

REQUESTING CRITICAL INCIDENT STRESS DEBRIEFING (CISD) PROCEDURES

PURPOSE:

Case studies by medical groups of work-related incidents where injuries or fatalities occurred have revealed that significant numbers of employees experience some form of stress-related symptoms following the incident. Many of these symptoms were transitory and most personnel had no long-term detrimental effects. These studies, however, have also revealed that a small percentage of personnel do experience continuing, long-term detrimental effects resulting from exposure to such incidents. Some of these effects have been delayed, surfacing later after a period with no apparent symptoms.

Without professional intervention, these personnel have experienced declining work performance and deterioration of family relationships, as well as increased health problems. The objective of this procedure is to provide professional intervention immediately after major critical incidents or crises to minimize stress-related injuries to city personnel and to provide all necessary support to city personnel during a crisis.

Incident debriefing is not a critique of an incident. Performance issues will **not** be discussed during the debriefing. The debriefing process provides a format where personnel can discuss their feelings and reactions and, thus, reduce the stress resulting from exposure to critical incidents and crisis situations. All debriefings will be **strictly** confidential.

Debriefings may be conducted anywhere that provides ample space, privacy and freedom from distractions. Selection of the site will be determined by the city's CISD coordinator based on the type of debriefing required.

The debriefing team will consist of CISD professionals (mental health counselors specifically trained in stress-related counseling) as well as trained peer counselors. The team members' role in the debriefing process will be to assist and support the professional counselors as necessary. All follow-up care will be approved by the Administrative Services Department prior to beginning treatment. [The City uses the Maple Counseling Center for CISD debriefings.](#)

ACTIVATION OF CISD

Department directors, managers and supervisors bear the responsibility for identifying/recognizing significant incidents that may qualify for debriefing. When an incident is identified as a critical incident or crisis, a request for debriefing consideration should be made as soon as possible to the Logistics Section: Personnel Unit, when the EOC is activated or Administrative Services Department when the EOC is not activated. If additional assistance is required the [City](#) will contact Los Angeles County Operational Area and request that a CISD team be assembled.

LOGISTICS SECTION


EOC SIGN-IN-SHEET

NAME	POSITION	DEPARTMENT	TIME- IN	TIME- OUT
	Logistics Chief			
	IT Branch			
	Personnel Unit			
	Transportation Unit			
	Supply/ Procurement Unit			

EOC-004E

City of Beverly Hills - EOC Resource Request

An attempt should be made to fill all resource requests through
Operations Branches before sending to Logistics

Resource Requested:					
 Priority:	Critical / Life Safety		Urgent		Routine
Incident Address:			Incident Type:		
Resource Requested by:			Agency / Dept:		
Duration Needed:			Phone:		
Staging/Delivery Location:			Delivery Contact:		
Form Prepared By:			EOC Position:		
Latest Acceptable Delivery: (Date / Time)					
Purpose / Use:					
Suggested Source(s):					
Approval by Section Coordinator:	Signature:				
Filled By Operations?			Send to Logistics?		

Section below to be filled out by supplying agency / dept.

Section below to be filled out by supplying agency /
dept.

Resource Ordered From:					
Vendor/Agency Address:					
Vendor/Agency Contact Person:			Phone:		
Date Ordered:			Time Ordered:		
Estimated Date/Time of Arrival:			Inv./ Resource Order #:		
Comments:					
Initialed By Operations:		Logistics:		Finance:	

Originator: Any EOC position.
Retain copy.
Routing: Approval by Section Coordinator;
then send to Logistics.

This form is used to request all resources, for field use and
for EOC use.

Additional Notes:

DISASTER NAME _____

DISASTER # _____ **Page** _____ **of** _____

Day S M T W Th F S Operational Period # _____		City of Beverly Hills - EOC Section/Branch/Unit Daily Activity Log		Date _____ From _____ PM to _____ AM	From _____ AM to _____ PM
EOC Position:		Name:			
Time of Activity		Decisions, Resource Requests, Messages, Notes		Action Taken/Justification	
	AM				
	PM				
	AM				
	PM				
	AM				
	PM				
	AM				
	PM				
	AM				
	PM				
	AM				
	PM				
	AM				
	PM				
	AM				
	PM				

Originator: All Section/Branch/Unit Chiefs. Retain copy. Copy to incoming replacement staff Routing: Documentation Unit (Planning/Intelligence Sect)	Journal to record verbal conversations, decisions made, assignments, completed tasks, etc. Should reflect activity of all personnel in Section/Branch/Unit. Personal record of time should be recorded by the Section Chiefs on Daily EOC Section Time Log (EOC-003.)
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**LA OPERATIONAL AREA
DISASTER INFORMATION REPORTING PROCEDURES**

RESOURCE REQUEST

Sent by cities, county departments and special districts. If EMIS is available, cities send directly to the Operational Area EOC Logistics Section and county departments/special districts send to their Lead department. If EMIS is not available, send by fax, phone, radio or messenger to: Cities send to their Contact Sheriff's station; county departments and special districts send to their Lead department; Sheriff's stations and Lead departments send to the Operational Area EOC Logistics Section.

#	ITEM	EXPLANATION	DATA
1	Related Incident	What Incident caused the Resource Request	
1	Jurisdiction	Name of city (or supporting LASD station for county unincorporated areas).	
2	Urgent	Used only if the request is urgent.	URGENT
3	Reply Requested	Should be used indicate you want status information.	REPLY
4	Information only or Action expected	Select Action as County EOC staff are expected to process the request.	INFORMATION ACTION
5	Sender's job	The job held by the sender. Remote sites will only have the remote site title as an option.	
6	Subject	MANDATORY FIELD Key words that will describe the Resource Request. Include name of jurisdiction and what is being requested.	
7	Source	OPTIONAL FIELD Name, phone number and fax number of the person responsible for the request data.	
8	Corroborated	OPTIONAL FIELD Name, phone number and fax number of the person who has verified the data in the request.	
9	Recipients	Duty position of intended recipient(s). Resource Requests go to the County EOC Logistics Section.	
10	Where to deliver	Where are the items to be delivered (use Thomas Brothers page and grid as well as address).	
11	Deliver to Whom	Who (by duty position is preferred but name is acceptable) knows about the request and is expecting delivery.	
12	Purpose	What is the purpose of the resource being requested.	
13	Quantity	Number of items requested.	
14	Resource Requested	What is being requested.	
15	When needed	When the items are needed. Date & time.	

LA CNTY OP AREA FORM 140

Only one type of resource can be requested on a given resource request.

(SAMPLE) Procurement Form

Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	
Date:	P.O. #	Vendor	
Time:	ITEM DESCRIBED	Qty:	Est. Cost:
		Delivery Location:	
Procured By:		Delivered to Whom:	

SEMS 205
EOC Radio Communications Plan

Incident Name:		Date Prepared:	Time Prepared:
Operational Period Date: From: To:		Operational Period Time: From: To:	

Basic Radio Channel Utilization

Assignment	Function	System	Channel/Frequency	Designated Check-in Time	Remarks
Prepared By:		Title:		SEMS Position: Information Tech. Branch	
Approved By:		Title:		SEMS Position: Logistics Sections Chief	

Resource Directory

(Insert Beverly Hills booklet)